



Department of Community and Human Services
Community Services Division
Youth and Family Services Program



REQUEST FOR PROPOSAL Juvenile Justice Intervention Services

APPLICATION AND AWARD SCHEDULE

Date	Activity
July 24	Application released
August 6	Pre-proposal Conference: Youth Services Center – Juvenile Court 1211 E. Alder, Seattle, WA 98122 3 rd Floor Training Room 9:00 – 11:00 a.m.
August 13	Last day for agencies to submit questions. Questions shall be emailed to ericka.turley@kingcounty.gov by 4:30 p.m.
August 18	All questions and their answers will be posted by 4:30 p.m. on the DCHS website at http://www.kingcounty.gov/dchs .
August 24	Applications due by 4:30 p.m.
August 25 – August 28	Review of applications. Applicants may be contacted during this time for additional information
September 10 (approx.)	Announcement of awards
October 1	Contracts begin

Contact: Ericka Turley, Program Manager King County Youth & Family Services Program 401 Fifth Avenue, Suite 500 Seattle, WA 98104-2337	Email: Ericka.Turley@kingcounty.gov Phone: 206-263-9105
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Organizations who were awarded contracts through the 2009 Juvenile Justice Prevention and Intervention selection process are not eligible for this funding.

	Sign language and communication material in alternate formats (such as Braille, large print, audio cassette or computer disk) can be arranged given sufficient notice by calling: (206) 205-0569 or TTY: 711 (Relay service)	
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Section I – General Terms and Conditions

A. Bid Process Requirements and Explanations

1. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
2. All submitted proposals and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected proposer(s). Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County will not make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at the Community Services Division (CSD) office.
3. No other distribution of proposals will be made by the proposers prior to any public disclosure regarding the RFP, the proposal or any subsequent awards without written approval by King County. For this RFP all proposals received by King County shall remain valid for ninety (90) days from the date of submittal. All proposals received in response to this RFP will be retained.
4. Proposals shall be prepared simply and economically, providing a straightforward and concise, complete and detailed description of the proposer's abilities to meet the requirements of this RFP. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.
5. King County reserves the right to reject any or all proposals that are deemed not responsive to its needs.
6. King County is not liable for any cost incurred by the proposer prior to issuing the contract.
7. A contract may be negotiated with the proposer(s) whose proposal would be most advantageous to King County in the opinion of the CSD, all factors considered. King County reserves the right to reject any or all proposals submitted.
8. It is proposed that if a selection is made as a result of this RFP, a contract with a fixed price(s) will be negotiated. Negotiations may be undertaken with the proposer(s) who is considered to be the most suitable for the work. This RFP is primarily designed to identify the most qualified organization(s). Price and schedule will be negotiated with the overall "first choice" proposer (or, at the County's option, with the proposer that is highest ranked in a specified category). Negotiations may be instituted with the second choice and subsequent proposer until the project is canceled or an acceptable contract is executed.
9. The contents of the proposal of the selected proposer shall become contractual obligations if a contract ensues. Failure of the proposer to accept these obligations may result in cancellation of their selection.

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10. A contract between the proposer and King County shall include all documents mutually entered into specifically including the contract instrument, the original RFP as issued by King County, and the response to the RFP. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.
11. News releases pertaining to this RFP, the services, or the program to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
12. King County Code 4.16.025 prohibits the acceptance of any proposal after the time and date specified on the RFP. There shall be no exceptions to this requirement.
13. King County staff members are prohibited from speaking with potential proposers about the project during the solicitation.
14. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
15. Proposals submitted under this RFP shall be considered public documents and with limited exceptions proposals that are recommended for contract award will be available for inspection and copying by the public. King County may request an electronic copy of your proposal response at a later time for this purpose. This copy may be requested in MS Word format, and delivered either by e-mail or directly delivered on CD.
16. If a proposer considers any portion of his/her proposal to be protected under the law, the proposer shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET”. The proposer shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the proposer of the request and allow the proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the proposer fails or neglects to take such action within said period, the County will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the proposer assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.
17. Proposers are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFP.
18. During the solicitation process, King County strongly discourages the transmittal of company information, brochures, and other promotional materials, other than address, contact and e-mail information, prior to the due date of proposals. Any pre-packaged material received by a potential proposer prior to the receipt of proposals shall not be reviewed by the County.

B. King County Contracting Requirements

The contracts awarded through this RFP will begin on or after October 1, 2009. Please note that costs incurred prior to the contract start date will not be reimbursed.

Please contact Ericka Turley (ericka.turley@kingcounty.gov) if you have any questions or would like to obtain a complete list of the contracting requirements. Detailed information on contracting with King County is also available on the following website:
<http://www.kingcounty.gov/operations/DCHS/Business/Contracting.aspx>

C. Reporting and Monitoring Requirements

The organization will be required to submit invoices and regular reports per the contract. Reports include monthly service activity reports, quarterly demographic reports and semi-annual outcome reports.

The organization will be expected to provide additional information, as needed, for program monitoring, management and evaluation. CSD will visit the site and maintain active contact with the organization to provide technical support and assistance as needed.

D. Audit

On a yearly basis, the organization shall have an independent audit conducted of its financial statement(s) and condition, which shall comply with the requirements of generally accepted auditing standards. The organization is required to submit the independent financial audit to CSD according to the time period specified in the contract.

E. Insurance Requirements

The organization will be required to provide evidence of General Liability (Commercial General Liability), Professional Liability, Workers' Compensation, Stop Gap Employer's Liability, and Automobile Liability coverage. In addition, the policy shall endorse King County, its officers, officials, employees, and agents as additional insureds. Additional insurance requirements are described within the CSD boilerplate located at the following website:
<http://www.kingcounty.gov/operations/DCHS/Business/Contracting/Requirements/MHSArequirements.aspx>

F. Domestic Partner Benefits (non-discrimination in benefits)

King County law prohibits organizations from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Organizations that enter into contracts valued at \$25,000 or greater with King County must provide benefits to domestic partners of their employees that are equivalent to the benefits provided to spouses of their employees.

Section II – Information and Background

Effective intervention and prevention strategies are one of King County's priority investment areas and are consistent with other regional plans and initiatives including the Equity and Social Justice Initiative launched in February 2008.

Historically, CSD has supported a diverse range of programs to ensure that a variety of interventions were available to youth at risk of juvenile justice involvement. Over the past five years, CSD has been moving toward complete implementation of evidence-based practices and

has taken leadership in the implementation of Family Functional Therapy (FFT), Aggression Response Training (ART), and Multisystemic Therapy (MST) all of which are blue-ribbon, proven practices. More recently, CSD developed the Elements of Successful Programs. The Elements of Successful Programs catalogs the common elements of successful juvenile justice intervention programs and offers guidance for implementing those elements in local programs.

In addition to the funds released in 2009 for Juvenile Justice Prevention and Intervention Programs, CSD has allocated an additional \$93,843 for intervention programs serving youth of color who have history of involvement in the juvenile justice system with an emphasis on youth who identify as Native American, Hispanic or Asian/Pacific Islander.

Section III – Intent

CSD intends to contract with up to two agencies to implement Juvenile Justice Intervention services with priority given to agencies who primarily serve youth who identify as Native American, Hispanic or Asian/Pacific Islander. The successful bidder is expected to be at full staffing capacity and ready to begin services no later than October 1, 2009.

Section IV – Proposer Qualifications

The following are the minimum requirements the agency must demonstrate in order to continue in the proposal review process. **Organizations who were awarded contracts through the 2009 Juvenile Justice Prevention and Intervention selection process are not eligible for this funding.**

- A. The agency must be a certified non-profit organization.
- B. The agency must require a criminal history background check, in compliance with WAC 388-06, through the Washington State Patrol, for employees and volunteers of the agency who may have unsupervised access to children, people with developmental disabilities or vulnerable adults.
- C. The agency and any partners must be contractors in good standing with King County Community Services Division (CSD) in the service areas for which they will be responsible.
- D. The agency must be able to submit data electronically to the CSD Information System.

Section V – Scope of Work

A. Goal

The goal of Juvenile Justice Intervention Services is to provide effective intervention strategies for those most at-risk and most in need to prevent or reduce more acute illness, high-risk behaviors, incarceration and other emergency medical or crisis responses by increasing the emotional wellbeing and pro-social behavior of youth and decreasing their involvement in the juvenile justice system.

B. Outcomes

- 1. The number and percent of youth exhibiting the desired change in targeted behaviors. At time of discharge, an approved rating scale shall be used to measure progress in achieving desired behaviors. Targeted behaviors include but are not limited to:

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- a. School attendance;
 - b. School performance;
 - c. Substance use;
 - d. Anti-social behavior;
 - e. Family relationships; or
 - f. Gang involvement.
2. Number and percent of youth who have had previous contact with juvenile court who have a decrease in referrals to juvenile court following enrollment in services; or the number and percent of youth who have spent a minimum of one day in juvenile detention who have a decrease in the number of admissions to juvenile detention following enrollment in services.

C. Definitions

1. Case management services are face-to-face or phone contacts between qualified Agency staff and an individual client or group of clients to reduce risk factors, increase protective factors and resolve or reduce the problems which are presented by the client and are organized using a Service Plan. These services include, but are not limited to, providing advocacy, networking, information and assistance, referral support, and collaboration with Juvenile Probation Counselors and all others that are significantly involved in the youth's life.
2. Engaged indicates the timeframe or level of participation a youth shall meet in order to be considered eligible for outcome measurement. For case management services this is three months of continuous service or 20 contacts, whichever comes first.
3. Evidence-based programs are approaches to prevention or treatment that are based in theory and have undergone scientific evaluation that demonstrates their effectiveness. "Evidence-based" stands in contrast to approaches that are based on tradition, convention, belief, or anecdotal evidence.
4. Guidebook to Elements of Successful Programs (ESP) is a publication that, through a meta-analysis of over 400 programs, identifies twenty-four elements of success commonly found in programs that have been shown to be effective in reducing juvenile crime and violence. For each element, specific indicators are defined and can be used to determine if the element exists in a program or organization. The guidebook and its associated Program Assessment and Improvement Plan can be found at <http://www.kingcounty.gov/socialservices/CommunityServices/Services/YouthandFamily/Elements.aspx>.
5. Home-grown programs are programs that show some positive outcomes for youth and rely on theory-driven interventions but may not have undergone scientific evaluation.
6. Intervention indicates a program or service that interrupts the delinquency process and prevents a youth from penetrating further into the juvenile justice system.

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7. Prevention indicates a program or service that attempts to stop youth problem behavior, either by increasing protective factors or by minimizing risk factors.
8. Protective factors are elements or conditions that buffer young people from risks and promote positive youth development
9. Risk factors are conditions that increase the likelihood that youth will be come involved in problem behaviors in adolescence and young adulthood.
10. Service Plans indicate a written plan that is developed by qualified staff with direct input from the youth to organize and highlight normalized needs (i.e. items the youth needs not the services the Agency offers), goals for obtaining specific skills or knowledge, and steps toward achieving those goals. Staff and the client review service plans on a regular basis to assess progress or to modify needs and goals as necessary

D. Target Population

Priority will be given to programs serving youth of color who are currently involved in the juvenile justice system with special priority given to agencies that primarily serve youth who identify as Native American, Hispanic or Asian/Pacific Islander. The following criteria must be met for persons to be determined eligible to participate in selected intervention programs:

1. Youth are ages 14-18 years of age;
2. Youth reside in King County; and
3. Youth are currently involved with the King County juvenile justice system by being on probation, or in detention, or charged with a crime and in high need of social service intervention (as indicated on the Washington State Juvenile Court Risk Assessment Tool or a very similar instrument).

E. Staffing

1. The Agency shall provide services under this contract in compliance with 45 Code of Federal Regulations (CFR) Health Insurance Portability and Accountability Act (HIPAA) Parts 160 and 164; RCW 71.24, 71.05; and Washington Administrative Code (WAC) 388-865.
2. The agency shall ensure that services are provided by staff who are professional, competent, effective, and have expertise in providing Juvenile Justice Intervention Services.

F. Program Requirements

1. At entry and throughout the program, all youth shall be matched to appropriate level and type of services through the use of a culturally-sensitive and standardized assessment tool. The results from the assessment shall guide treatment and referrals for service.
2. All youth engaged in the program shall have a developed service plan based on their initial and continued assessment. The case manager or counselor and youth shall identify the behaviors that will be addressed through the intervention. These behaviors shall be monitored throughout the intervention.

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3. For all youth, upon discharge or program completion, using an agreed upon rating scale, the client and case manager will rate the client's progress at achieving the desired outcomes.
4. All services shall be documented with case notes in a manner that reflects professional standards. All services performed under this Exhibit shall be documented in a manner that accurately reflects the type and duration of service.
5. The Agency shall maintain a client database or participant information system. This system shall track participant enrollment, services activities and participant outcomes.
6. All contracts with sub-contracting agencies shall be developed and maintained in accordance with County standards and requirements.
7. The Agency shall participate, to the extent that staff resources are available, in coordination, research and best practice elements, and evaluation work groups sponsored by the Community Services Division for community based programs serving youth involved with the juvenile justice system.
8. The Agency shall participate in Program Assessment and Improvement Plan activities using the Guidebook to Elements of Successful Programs or other self-evaluation tool as agreed upon by the Agency and the Community Services Division. Agencies will be required to submit regular reports describing efforts to implement the program, demographics of those served, service activities, outcome results, and other information that may be needed for evaluative purposes. The amount of \$5,000 per contract shall be used to support the completion of a Program Assessment and Improvement Plan using the Elements of Successful Programs or other agreed upon outcome evaluation activities

Section VI – Funding

A total of \$93,843 of funding is available for up to two contracted agencies. The initial contract term shall begin on or after October 1, 2009 through December 31, 2010. Contracts shall be renewed on an annual basis based on funding availability and contract performance.

The total amount of funding is subject to change. Funding awards will be prorated with increased or decreased amounts depending on the final budget.

Section VII – Proposal Requirements

Proposals must contain the following items to be eligible for review (page specifications noted are maximum length):

1. Proposal Transmittal Letter (1 page); and
2. Proposal Narrative (22 pages + logic model)
 - a. Agency Qualifications (9 pages)
 - b. Elements of Successful Programs (10 pages)
 - c. Budget (2 pages)

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- d. Agency Interview (no response needed)
- e. Logic Model (no page limit)
- f. Proof of Non-Profit Status (1 page)

Organize responses with the Proposal Transmittal Letter as the first page followed by all other items in the same order as they appear in this RFP.

The response must use standard size type (a font size of no less than 11 points). The response must be typed on 8.5 X 11-inch white paper with 1 inch margins and double- sided format. Single spacing is allowed. Each page must be numbered sequentially. Please submit proposals as indicated in Section XI. Application Submittal Instructions shown on page 16.

Responses must be prepared simply and economically, providing a straightforward, concise, complete, and detailed description of your ability to meet the requirements outlined in this document. Emphasis shall be on the completeness of content. Fancy bindings, colored displays, and promotional materials will not be accepted. We encourage the use of recycled paper.

Proposal Transmittal Letter Requirements

The proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory, and failure to provide the information as required may result in the proposal being considered non-responsive and rejected. The Proposal Transmittal Letter shall reference and respond to the following items in sequence:

1. The letter shall provide the name, mailing address, telephone number and email address of the person the County should contact regarding the proposal.
2. The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Federal Employer Identification Number of the firm making the proposal.
3. The letter shall provide the total RFP Request and total program budget amounts.
4. The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

Section VIII – Proposal Evaluation Criteria

No more than 100 points will be awarded for the written response to the RFP. A face-to-face interview may be required if further information is needed or a selection cannot be made based on the written proposal evaluation alone. No more than 25 points will be awarded for the face-to-face interview.

- A. Agency Qualifications – must not exceed 9 pages – (30 points)

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Points in this category will be awarded based on the extent of the applicant's history of performance and experience in a variety of areas described below. The proposal should describe and document the applicant's experience.

1. Describe the youth and communities that your agency currently serves. Using one or more tables or charts, provide a demographic breakdown of the clients currently served including age, ethnicity, gender and geographic area.
2. Describe the youth and communities that you intend to serve by this program if it is different from above. Indicate the number of clients that the program intends to serve and provide rationale for this number.
3. Identify the roles, responsibilities and relationships of full-time and part-time staff that will be assigned to this program.
4. Describe how your agency has the capacity to manage this program. Include information about experience with similar programs, experience with the target population, experience managing and accounting for public funding, and capacity to track and report the progress.
5. Describe how your program is accessible to clients in terms of location, staffing, hours of operation, and eligibility criteria.
6. Explain how your organization considers the impact of acculturation, assimilation, and varied historical perspectives on programs and on the population being served.
7. Provide an actual case example (with no identifying information) that demonstrates your employees' understanding of and ability to perform each the following activities:
 - Identify the youth and families' cultural strengths and informal support networks;
 - Work with families to develop and/or maintain cultural supports in their families, tribes, and/or communities;
 - Involve families in developing case plans and setting culturally appropriate goals; and
 - Respond to various child-rearing practices and family functioning from the cultural perspective of the family and the communities that your organization serves.
8. Describe your organization's view of the role culture plays in the overall development (physical, intellectual, emotional, etc) of the youth and families it serves.
9. Describe how well your policies and procedures acknowledge the need for services to culturally diverse families, tribes and/or communities. Provide a copy of your organization's policies and procedures as they relate to the selection, recruitment and treatment of the target population.
10. Describe your ability to offer services in other languages (written and spoken) when needed or requested by the children, youth, and families it serves.

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11. Describe how your organization considers cultural factors such as language, race, ethnicity, customs, family structure, sexual orientation, and tribal and/or community dynamics when planning, designing and delivering programs and services.

B. Elements of Successful Programs – must not exceed 10 pages – (see points below)

Dimension 1: Identification and recruitment of target population (5 points)

1. Specify how clients are identified and selected and what screening tool is used to select clients.
2. Describe your methods for ensuring sufficient client referrals.

Dimension 2: Identify changeable risk factors that reduce/prevent criminal activity (10 points)

1. Describe the changeable risk factors that are addressed through program activities and explain why and how they are addressed.
2. Describe the links between targeted risk factors and program activities and explain how program activities will lead to decreases in risk factors.
3. Describe how you assess individual risk factors and other needs and determine how to tailor the program to meet individual's needs.

Dimension 3: Theoretical basis for intervention (10 points)

1. Specify the short-term, intermediate and long-term outcomes as shown in your program's logic model (see F below).
2. Identify and explain the theory and substantiating research that leads you to believe that the program will be effective. Include theory and research that support the short-term program outcomes that are likely to lead to the intermediate and long-term outcomes.
3. If proposing a theory for which there is little or no research support, explain why your proposed model will work.

Dimension 4: Effective treatment or intervention (15 points)

1. Describe how you match the interventions delivered to the style and mode that best fits individual youth's strengths, abilities, individualized needs, and personalities. Specify the assessment process and tools used to determine if a substance use disorder and/or mental health disorder exists.
2. Describe outreach, motivation and engagement strategies used to retain youth in services including your experience in engaging treatment resistant and difficult-to-serve youth with extensive criminal histories.
3. Describe the evidence-based methods used to deliver your program's services.
4. Describe agency experience providing services in families' homes and communities.
5. Provide data that substantiates your program's effectiveness (e.g. recent evaluation results, outcome data that you collect).

Dimension 5: Quality and fidelity (10 points)

1. Specify your outcome indicators and describe the evaluation tools you will use to determine if your program has achieved its target outcomes.
2. Explain the process your program uses to collect outcome information.
3. Describe how the program ensures that all staff understands and can identify specific, critical program design elements.
4. Describe your quality-control processes. Specify the evaluation tools you will use to ensure quality and fidelity to the program model.
5. Describe the process for evaluating the short-term and long-term effectiveness of your programs and policies relative to culturally and linguistically diverse communities.
6. Explain how outcome data is utilized in evaluating your program's success and, if necessary, modifying the program to improve client success.

Supports and Resources Surrounding Intervention (1 page – 10 points)

1. Identify which community resources your clients utilize and how you assist them in accessing these resources.
2. Describe any on-going service support that households will receive after they exit the program and the length of time the services are provided.
3. Explain how your program will promote seamless services to clients through partnerships and collaborations. Specify the different systems, organizations and programs that you regularly encounter and detail how your program works with them in providing linkages to appropriate services given the population served. Include discussion of any collaborative agreements already in place.

C. Budget (2 pages – 10 points)

1. Budget Narrative
 - a. Explain the need for these funds for your program.
 - b. Explain the impact of a reduced award amount.

2. Budget Tables

Please recreate the tables below to describe your program's funding requirements.

- For Table 1, please use the "funding received from other revenue sources" column to describe the remaining portion of expenses that will be funded by other revenue sources. The "Total Program Expense" column should total all expenses related to this particular program.
- For Table 2, please list all staff associated with this program, the percent of each staff's time associated with the program, and the total salary costs.

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- For Table 3, please list all revenue sources associated with this program as well as the percent of the total revenue for each source.

Table 1. Program Expenses

Expenses	Funding Request	Funding received from other revenue sources	Total Program Expense
Salaries (from Table 2)			
Benefits			
Rent			
Utilities			
Maintenance			
Insurance			
Telephone			
Project Supplies			
Office Supplies			
Transportation			
Other – Specify			
Total Expenses			

Table 2. Salary Expense

Position Title	% FTE*	Annual Base Salary	% of time attributable to the project	Total salary attributable to the project
Total Salary Costs				

% FTE= Full-time equivalent (i.e. 40 hours = 1.0, 20 hours=.50)

Table 3. Summary of Revenue Sources

Revenue Source	Total Funding Received	% of Total

D. Agency Interview (25 points)

If further information is needed or a selection cannot be made based on the written proposal evaluation alone, the proposal rating panel will interview each applicant. A total of 25 additional points will be awarded for the interview. If interviews are conducted, the final award would be based upon the total points awarded for the written evaluation and the oral interview.

E. Proof of Non-Profit Status (1 page)

Submit proof of your organization's non-profit status. Proof of non-profit status is any one of the following:

1. A copy of a currently valid IRS tax-exemption certificate;
2. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals; or
3. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

F. Logic Model

Submit a copy of your program's logic model (no recommended page length). Guidelines for designing a logic model can be found on the internet. The following website is an example: http://www.managementhelp.org/np_progs/np_mod/org_frm.htm.

Section IX – Decision Process

A. Initial Threshold Review

CSD staff will initially review applications for completeness and consistency with the funding guidelines. Incomplete and/or ineligible applications will be rejected. Applications that pass this initial threshold review will receive further evaluation by the review team.

B. Team Review

CSD staff will convene a Review Team to evaluate the proposals. Members of this team will be persons with knowledge of juvenile justice and community based intervention programs, and familiar with the sub-region whose proposals they are reviewing. All submitted proposals which pass the initial threshold review will be submitted to the Review Team.

The proposals will be reviewed and rated by the proposal-rating panel according to the criteria and points specified in Section VIII, Proposal Evaluation Criteria, of this solicitation. Each team member will independently evaluate and numerically rate each proposal. Raters will not have conflicts of interest with any applicants. Maximum points per section will be noted on the application form.

Once all proposals are individually rated, the team will meet and together arrive at a final score for each proposal. The Review Team reserves the right to award funding to lower scoring applicants in order to meet a specified need in a sub-region not effectively addressed by higher ranked proposals. There is no guarantee that a program will receive its full funding request.

C. Director Review

Results of the Review Team shall be presented to the CSD Director, who will announce the successful applicants.

Section X. Appeals Process

A. Grounds for Appeal

An applicant may only submit an appeal on the following grounds:

1. Failure by the Community Services Division (CSD) to follow the procedures set forth in this Request for Proposal; and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

B. Contents of an Appeal

The applicant must state all of the facts, arguments, and ground(s) for the appeal in a letter that contains all of the following information:

1. The ground(s) for the appeal;
2. A detailed and complete statement of the specific action that the applicant is appealing; and
3. A description of what relief or corrective action the applicant is requesting;
4. Applicants may attach additional documentation to support the appeal.

C. How to Submit an Appeal

The applicant must submit an appeal in writing and it must be signed. The appeal must be sent by registered mail or hand delivered to King County Community Services Division, Attention: Ericka Turley, Chinook Building, 401 Fifth Ave, Suite 510, Seattle, WA 98104. Appeals sent by fax or e-mail will not be accepted. DCHS must receive the appeal no later than five (5) business days after receipt of the funding notification letter.

D. How the Appeal will be Reviewed

The appeal will be forwarded to the Director of DCHS, along with copies of the application forms, the applicant's proposal, the scoring sheets, and any other documents showing how the proposal was evaluated. The Director will conduct an objective review of the appeal based on the contents of the written appeal letter and the above materials.

The Director will send the applicant a written decision within five (5) business days after DCHS receives the appeal letter, unless more time is required to review the appeal and make a determination. The DCHS Director will notify the applicant if additional time is necessary.

E. How the Appeal will be Decided

The DCHS Director will make a final determination of the appeal and will either:

1. Find that the appeal lacks merit and uphold DCHS's actions;
2. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DCHS's actions; or
3. Find merit in the appeal and provide options for corrective action by DCHS.

4. Note: Appeals will only be considered if made on the grounds described in this section.
5. DCHS will not conclude this RFP process until it has made a final determination of any appeal.

Section XI. Application Submittal Instructions

Step one- submit hard copies:

Submit one (1) original copy, including required attachments, and five (5) photocopies, including required attachments to:

Ericka Turley, Program Manager
King County Youth & Family Services Program
Chinook Building
401 Fifth Avenue, Suite 500
Seattle, WA 98104-2337

Step two – submit electronic version:

Submit the final application electronically via e-mail to ericka.turley@kingcounty.gov

All electronic and hard copy application submittals, including required attachments, are due to the King County Youth & Family Services Program no later than 4:30 PM Pacific Daylight Time on Monday, August 24, 2008.

Important points to remember:

- Facsimile copies of the application will not be accepted.
- Applications that do not arrive at the specified addresses above by the due date will not be accepted or reviewed.
- Applications that do not follow the specified format and/or meet the submission requirements will not be reviewed.
- Use a minimum of 11-point font and one-inch margins for all Word documents. Use a minimum of 10-point font for all Excel documents.
- Do not use staples or any other fixed material to bind proposals. Binder clips are acceptable.